

**YOUTH ACTIVITIES
DIRECTOR
GS-0301-09**

YOUTH SERVICES

YOUTH ACTIVITIES DIRECTOR

I. INTRODUCTION

This position is located in the Family Support Division, Morale, Welfare & Recreation Department, NAS Lemoore. Its purpose is to provide for the development, supervision, and execution of youth services and programs, ages 6 to 18, including Before and After School programs, Youth Sports/Fitness activities, Teen Center, Glover Field Complex, Little League facilities, and the Veterinary Clinic.

II. MAJOR DUTIES AND RESPONSIBILITIES

Develops comprehensive youth services programs that include scheduling, organizing, publicizing, directing, and evaluating both recurring and non-recurring activities, coordinating special events, and joint community programs that insure effective use of facilities and other resources. Program elements include:

Before and After School Program - provides planned, organized and supervised recreation activities and child care services for school-aged children.

Teen Programming - plans, organizes and conducts a variety of recreation activities, classes, and special events specifically for junior, middle, and high school-age youth participants. Program should emphasize and include other components of the youth programs such as personal development program, social/recreational activities and skills, and special events.

Youth Sports and Physical Fitness Program - plans, organizes and conducts sports leagues, skills clinics, fitness classes or special sporting events for pre-school and school-age youths to include coordinated efforts with on-base special interest groups.

Social and Recreational Activities and Skills Program - plans, organizes and coordinates recreational classes, day camps, field trips, outdoor recreation activities, cultural activities, aquatics program, drama programs, drop-in recreation programs, and special social events.

Personal Development Programs - plans, organizes, implements, and facilitates recreation programs and classes that emphasize the importance and promotes the development of an individual's personal skills and knowledge with regard to objecting, reacting, coping, preparing, and participating as an active member in society. Programs may include leadership programs, employment referral, job skills/vocational training classes, tutoring programs, volunteer programs, independent living skills, self-reliance programs, and safety.

Veterinary Treatment Program - coordinates with Military Army liaison veterinary services for pet owners authorized to use veterinary facility.

Plans and coordinates the details of recurring and nonrecurring activities, special events, and joint community undertakings so as to make maximum use of facilities, services, and other resources.

100% [Schedules and publicizes dependent Youth Center activities. Insuring maximum effectiveness in attracting and motivating participants and in providing the widest possible range of activities in terms of community interest and needs.

Arranges for supplies and services needed to accomplish scheduled dependent youth activities. Accounts for all funds involved and makes recommendations for improvements in funding and other support services.

100% [Solicits volunteer and part time paid services for activities which could not be scheduled with such assistance. Interviews and selects volunteers and provides them with required orientation, training, and management. In order to meet all program needs, provides transition training to outstanding volunteer to permit them to serve in new and different areas of the specialty field. (Program offerings and other circumstances are such that volunteers and part time instructors are difficult to obtain for many specialized activities).

Provides guidance and leadership to the various dependent Youth Center activities and participants, modifying, adapting, expanding, or otherwise changing plans and procedures for such activities as developments require.

100% [Continuously evaluates the effectiveness of ongoing dependent youth activities from the standpoint of participant response, resources, unforeseen developments, and program objectives. Adapts and varies program activities in the light of findings.

Develops periodic program plans and annual budget requirements with supporting data for inclusion in overall program plans formulated at higher organizational level. Insures that program emphasis is on those activities most appropriate to the interests of the population served.

250% [Supervises approximately nine appropriated fund full time employees, seven non-appropriated fund flexible employees, and volunteers. Interviews and selects employees, plans work schedules, evaluates performance, resolves grievances, etc. Ensures that training programs are established and implemented that will inform employees of their job responsibilities and teach them to perform these responsibilities according to written program standards. Ensures equal employment opportunity practices.

W/O [Responsible for ensuring that personnel supervised are in strict compliance with all applicable safety regulations as well as verbal or written instructions issued by the incumbent or higher authority. Insures work areas are kept clean and orderly, and takes prompt corrective action on any unsafe condition within the area of supervision.

590 [Maintains custody, control, and accountability of all MWR fund property and equipment in the facility and is responsible for propriety of expenditures in support thereof.

Plans and makes suggestions for improvements, creation or expansion of programs, facilities or services relative to youth services and programs.

Performs other related duties as assigned.

Factor 1. Knowledge Required by the Position

Knowledge gained through relevant experience which enables the employee to competently and independently carry out continuing recreation programs through proper application of the principles, concepts, and techniques of recreation to the specific needs of a youth community.

Knowledge of the range of activities and services, of participant interests and needs, and of the methods and process involved in a youth activities programs, knowledge which enables the employee to plan and conduct an enhanced variety of youth recreation activities and services.

Skills in the application and utilization of such knowledge in planning and carrying out a recreation program in this specialty area which meets as fully as possible, the needs of the participating community.

Skills in the effective management of the financial and physical resources of the youth programs.

Factor 2. Supervisory Controls

The supervisor does not make specific assignments, but defines broad objectives, sets certain priorities, and is available to assist with unusual situations which do not have clear precedents (e.g. when a controversy over planning cannot be resolved).

The employee plans and carries out the various phases and projects of the program and handles problems and deviations in accordance with standing instructions, official policies, those knowledges and skills gained through previous training, and/or the accepted practices in this specialty area of recreation.

Completed dependent youth activities projects and program offerings and operations are periodically checked for quality level, for program responsiveness to participants' interests and needs, and for achievement of program objectives.

Factor 3. Guidelines

Departmental, command, and broad local, guidelines are available for the basic youth activities and services of the more enhanced elements of the program and are not sufficiently detailed to provide for specific steps and processes in program planning and management.

The size and diversity of the program are such that the employee must use judgement in interpreting and adapting program policies, regulations, and procedures to insure the timely implementation of recreation plans, the satisfactory progress or recreation activities, and resolution of problems not covered by guidelines. As the result of ongoing analysis of program progress and results, the employee determines areas of inadequacy in guidelines, and recommends changes which will correct problems and promote the more effective achievement of program objectives.

Factor 4. Complexity

The incumbent must coordinate activities among military and command authorities, departmental personnel and subordinate employees.

Youth services programs encompass many different and unrelated processes, methods and procedures and must be carefully managed to ensure efficiency and effectiveness.

Long and short term goals are reviewed frequently and revised when necessary to meet the ever changing leisure needs and diverse interests of the military community.

Planning the community program requires up-to-date knowledge of program fads and trends and their financial feasibility.

The research and analysis of proposed projects are complex and must consider operating budget, method of financing (NAF and/or APF) designs, trends, command mission, changing population, etc.

Factor 5. Scope and Effects

The incumbent applies program policies and procedures to customer problems, questions, and situations relating to the activities, services, and situations of moderately large, enhanced, dependent youth activities programs. Recreation activities and services provided by the employee at this level directly contributes to the

young participants' physical and mental well-being, social development, and ability to resist undesirable environmental influences. The program also contributes to the morale and esprit de corps of military personnel whose children benefit from the activities provided.

Factor 6. Personal Contacts

Most personal contacts are with dependent youths and their parents, with base civilian and military personnel, with advisory councils and ad hoc committees, and volunteers and full time or part time staff. The employee has other contacts with members of the general public, individually or in groups, and including (e.g. members of national and local youth organizations, school officials, and representatives of local civic, cultural, and volunteer groups. Many of these contacts are continuing and routine, the purpose of each such contact is to define any special needs or requirements.

Factor 7. Purpose of Contacts

Contacts with participants and parents, with base personnel, and with volunteer and paid staff are for the purpose of planning, implementing, and coordinating the dependent youth activities program through motivating participants and influencing others to cooperate in working towards mutual objectives. Contacts with the general public for the purpose of promoting the cooperation and collaboration of local youth and school organizations in sports and other activities, arranging for the use of community facilities, and obtaining supplies and services needed for the program. In contacts, the individuals or groups involved are generally cooperative so the contact skills required are not as great as in recreation programs involving contact with uncooperative or uninformed elements.

Factor 8. Physical Demands

The work requires some physical exertion in e.g. handling of tools, materials, and equipment; of and organizing the physical environment for youth activities.

Factor 9. Work Environment

The work involves everyday risks or discomforts which require normal safety precautions typical of this recreation specialty. The indoor work areas are adequately lighted, heated and ventilated.